

Treasury Documentation**Subject:** Emergency Evacuations or Office Closings (Operations Center), Report**For:** EMPLOYEE HANDBOOK
HEALTH AND SAFETY HANDBOOK**Also See:** ET-03136**Identification** PT-03183
Procedure
Effective Date 9-1-2006
Replaces New

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Operations Center
Employee

1. Becomes aware of building safety problem of an emergency nature.
2. Notifies Manager, Mail Operations and Facility Services (MOFS), (63-65335).

WHEN: ImmediatelyManager,
MOFS

3. Notifies Building Manager to evaluate safety emergency and determine if building should be evacuated temporarily.

WHEN: Immediately

4. Calls Treasury's Health and Safety Agent in Human Resources Division (24-13824) to advise of emergency situation.

WHEN: ImmediatelyTreasury's Health
and Safety
Agent

5. Notifies:
 - A. Chief Deputy Treasurer
 - B. Director, Administrative Services Bureau
 - C. Administrator, Human Resources Division
 - D. Administrator(s) of affected division(s).

Authorized
Officials

6. Determines (collectively) whether to evacuate or close building and appropriate procedure to follow.

Note: Authorized officials include the following, based on type of action being decided on:**Authorized Officials****Action**DMB Property Management
Division and Administrative
Services Bureau DirectorTo close State-owned building and send
employees homeCivil Defense authorities, State
Police and DMB Property
Management DivisionTo temporarily evacuate State-owned
building**Note:** DMB = Department of Management and Budget.

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Director,
Administrative
Services Bureau

7. Notifies the following of decision made and action to be taken:

- A. Chief Deputy Treasurer
- B. Treasury's Health and Safety Agent
- C. Administrator, Human Resources Division
- D. Administrator(s) of affected division(s).

End